

Prime Contractor Performance Report

Section I Contractor Data			Section II Project Data			
Report Type <input type="checkbox"/> Interim <input type="checkbox"/> Final <input type="checkbox"/> Special	Contractor No. (HQ Use Only)		Region	Contract No. Federal-Aid No.	County	SR
Company Name			Project Title			
Address		Phone No.	Auth. Working Days	Working Days Charged	Work Starting Date	Completion Date
Superintendent	Foreman		Contract Award Amount		Contract Completion Amount	
Work Class Performed by Contractor:						
Description of Work:						

Section III Numerical Rating						
A Administration / Management / Supervision	* Inadequate	* Below Standard	Standard	Above Standard	* Superior	Rating
1. Supervision and decision making	2	3.8	4.5	5.7	6.4	
2. Coordination and communication with subcontractors and suppliers	2	2.2	3.2	4.3	4.8	
3. Submission of documents and reports	1	1.8	2.7	3.5	4	
4. Adequacy and timeliness of progress schedules	1	1.8	2.7	3.5	4	
5. Public safety and traffic control	2	2.2	3.2	4.4	4.8	
6. Compliance with laws, ordinances and regulations	1	1.2	1.9			
7. Maintenance of employee safety standards	1	1.2	1.9	2.6	4	
8. Coordination and cooperation with department personnel on project matters	1	1.2	1.9	2.6	4	
9. Compliance with EEO, affirmative action , and MBE/DBE/WBE requirements	1	1.2	1.9	2.6	4	
10. Relations with the general public, other agencies and adjacent contractors	1	1.4	2.1	2.8	3	
Total	13	18	26	32	39	
Q Quality of Work						
1. Adherence to plans and specifications	10	14	20	26	30	
2. Standards of Workmanship	8	11.5	16	21.5	24	
3. Completion of final (punch list) work	2	2.5	4	5.5	6	
Total	20	28	40	53	60	
P Progress of Work						
1. Completion of project within allotted time	9	12.5	18	24	27	

2. Scheduling and execution of schedule	3	4.6	6.6	8.8	9.9	
3. Delivery of materials and supplies	1	1.3	1.8	2.4	2.7	
4. Operation and use of equipment	1	1.3	1.8	2.4	2.7	
5. Use of personnel	1	1.3	1.8	2.4	2.7	
Total	15	21	30	40	45	
E Equipment						
1. Condition	1	1.5	2	2.5	3	
2. Maintenance	1	1.5	2	2.5	3	
Total	2	3	4	5	6	
Grand Total (A+Q+P+E)	Performance Rating	50	70	100	130	150
	Range	(50-69)	(70-99.9)	(100)	(100.1-130)	(130.1-150)

* Explain any Inadequate, Below Standard, and Superior ratings in Narrative Section (IV)

DOT Form 421-010 EF
Revised 1/97

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Distribution:

Original - Prequalification Branch

Copy - Region Administrator

Copy - Project Engineer

Copy - Contractor

Performance Score

HQ Use
Only

Contract No. _____

Section IV Narrative Rating

A General Elements Enter comments which describe the contractor's overall performance and provide background data on the project.

B Below Standard Elements Enter comments here to substantiate below standard ratings. (See Instructions)

C Superior Elements Enter comments here to substantiate superior ratings. (See Instructions)

Section V Authentication and Review

I certify that I have objectively prepared this report basing it upon data contained in available project records and discussed the report with the contractor.

Project Engineer

Date

I have reviewed this report of objectivity and accuracy. I have given a copy of this report to the rated contractor and I have advised the contractor that any appeal must be made within twenty (20) calendar days.

Date Copy Given / Mailed to Contractor

Operations Engineer or Designee

Date

I have reviewed this Contractor Performance Report and make the following comments and changes as cited herein or on attached sheets.

Region Administrator

Date